

ATTACHMENT A

SUGGESTED LIST OF FUNCTIONS FOR THE
ASSISTANT FOR DATA PROCESSING

In executing the responsibilities listed in the ADP Committee Report on ADP the Assistant for Data Processing, in coordination with appropriate Offices, shall:

1. Personnel and Training

- Develop appropriate plans and policies with respect to effective acquisition, education, utilization of ADP personnel resources.
- Establish Agency standards for recruitment, selection, and placement and development of ADP personnel.
- Prepare job standards for measuring ADP employee performance and productivity.
- Establish ADP orientation programs for Agency management and training programs for ADP personnel.

2. Equipment and Services

- Serve as the principal Agency contact with the manufacturing and professional ADP community.
- Review and coordinate Agency R&D in the ADP field.
- Review and make recommendations on proposals and contracts for the acquisition of ADP equipment, ADP studies, or software (above dollar limits to be established).

- Develop criteria and standards for ensuring optimal performance of ADP tasks throughout the Agency.
- Review and recommend the establishment of new computer centers if justified and conversely the dissolution of old centers if such conditions as new technology, organizational change, economy, or operational effectiveness in mission accomplishment so warrants.

3. Operations

- Coordinate inter-Directorate programs. Identify those programs which cross Directorate lines and stimulate joint planning to ensure system integration.
- Review and make recommendations concerning the development of new ADP applications.
- Produce standards for management reporting about ADP and computer center operation.
- Audit, monitor, and evaluate ADP operations in the Agency.
- Promote maximum sharing of ADP equipment, time, and services throughout the Agency.